

TAB

RESTRICTED
Security Information

PERSONNEL DIRECTOR MEMORANDUM NO. -52

SUBJECT: Indebtedness of Agency Personnel

1. Reference is made to Agency Notice No. -52, Indebtedness of Agency Personnel.

2. Debt complaints against personnel of the Agency will be referred to the appropriate [redacted] upon receipt. This Branch will acknowledge the complaint letter and will advise the creditor that, while the Agency does not assume the role of collector, the individual concerned will be apprised of the complaint. (Attachment A). Notification to the individual concerned will be made by the [redacted] letter. (Attachment B).

ILLEGIB

3. In specific instances, the [redacted] concerned may desire assistance of the [redacted]. However, unless such assistance is requested or repeated complaints concerning the same individual indicate the [redacted] participation of the Personnel Office, the [redacted] will have discharged its responsibility by acknowledging receipt of the complaint and advising the individual concerned. The original complaint letter with a carbon copy of the acknowledgment and notification to the individual will be incorporated as temporary documents in the individual's official personnel folder.

ILLEGIB

ILLEGIB

4. Removal or less drastic administrative action may be initiated by the supervisor concerned. Removal will be processed on the basis of improper conduct and must have the final approval of the Personnel Director or his designee.

5. Special attention and cooperation will be given in resolving complaints alleging indebtedness of personnel to Federal, State, or local Government. [redacted] interviewed personally by the appropriate [redacted] concerning indebtedness of this type, and follow-up will be made as to fulfillment of agreement to pay.

ILLEGIB

GEORGE E. MELOON
Personnel Director

Attachments:

- A. Acknowledgment of debt complaint
- B. Form letter for Indebtedness cases

RESTRICTED
Security Information